

TO: School Spelling Bee Coordinators
RE: 2016 AEF™ Arizona Spelling Bee Information

The Arizona Educational Foundation/AEF presents the **AEF™ Arizona Spelling Bee**, the winner of which will participate in the 2016 Scripps National Spelling Bee. In addition to improving students' spelling and phonetic skills and increasing vocabularies, participation in Spelling Bees develops confidence and poise, which are valuable skills for success in public speaking, performing arts, and athletics. Two years ago, Scripps introduced a vocabulary component into the national competition. The vocabulary component will be an optional part of spelling bees leading up to the national competition. There will NOT be a vocabulary component at the 2016 AEF™ Arizona State Spelling Bee.

The 2016 AEF™ Arizona Spelling Bee will take place Saturday, March 19, 2016, at 1:00 p.m. at 8/Arizona PBS, ASU Downtown Phoenix campus, 555 N. Central Ave., 6th Floor, Phoenix 85004. The champion and chaperone win an all-expenses-paid trip to Washington, D.C., to compete in the 2016 Scripps National Spelling Bee in late May/early June 2016. To ensure your students' eligibility and to access resources for your bee, please do the following:

1. Go to www.spellingbee.com to enroll your school with Scripps National Spelling Bee between August 18, 2015 and October 15, 2015. To be eligible to participate in your county or regional bee and ultimately in the Arizona Spelling Bee, schools *must* enroll with Scripps. When enrolling your school at www.spellingbee.com, you will pay the \$136 enrollment fee either by credit card or check; if paying by check, an additional \$7.50 processing fee will apply. Your enrollment status will display as "pending" and you will not receive resource materials until Scripps receives and processes your check. ***Scripps does not accept purchase orders.*** An invoice and W-9 will be generated during the online enrollment process. The website lists the materials you will receive for enrolling. A late fee of \$75 on top of the \$136 enrollment fee will be assessed by Scripps for late enrollment between October 16 and December 12, 2015.

2. Go to AEF's website: <http://azedfoundation.org/programs/arizona-spelling-bee/> and download the "2016 Spelling Bee Instructions" and "2016 Spelling Bee Rules." Those two documents should give you all the information you will need to run a successful bee at the school or district level including: a timeline and progression for all levels of bees (i.e. classroom ⇒ school ⇒ district (LEA/CMO/EMO) ⇒ county/regional ⇒ state); instructions on how to prepare for and conduct a bee; and rules pertaining to the AEF™ Arizona Spelling Bee. The "County and Regional Coordinators" link on AEF's website at <http://azedfoundation.org/spelling-bee-coordinator> provides contact information for County and Regional Spelling Bee coordinators. School winners will advance to district bees; contact your district bee coordinator for information about your district bee.

NOTE TO PRIVATE SCHOOLS AND HOME-SCHOOL STUDENTS: Winners of home-school and private school bees (so long as the home school and private schools are properly enrolled with Scripps) are eligible to participate in the program. Enrollment and eligibility requirements apply to home-schooled students and students who attend private school. **IMPORTANT:** All students must participate in at least one spelling bee to qualify for competition in a county or regional bee. Coordinators of private school and home school bees should contact the appropriate county and regional coordinator in a timely manner to (a) advise the coordinator of the school's intended participation, (b) register to participate, and (c) learn when and where county or regional bees will be held.

If you have further questions about your school or local bee, please contact the county or regional coordinator listed on AEF's website. Your support as a Spelling Bee Coordinator at your school or district is greatly appreciated. We are pleased to provide this opportunity for your students to participate in one of the nation's leading academic events.

Sincerely,

Lyn Geake

Lyn Geake, Program Director

The AEF™ Arizona Spelling Bee is made possible by corporate and private donors; visit <http://www.azedfoundation.org/> for a complete list of AEF supporters. The Arizona Educational Foundation is a 501(c)(3) nonprofit organization, Federal Tax ID# 94-2937109.

Important Dates to Remember:

August 14 - October 15, 2015: Schools must [enroll](http://spellingbee.com) with the Scripps National Spelling Bee office at spellingbee.com in order for their students to be eligible to compete in the 2016 AEF™ Arizona Spelling Bee, as well as all County and Regional Bees. **Once your school has enrolled and payment has been received by Scripps, you will be able to access materials on the website spellingbee.com.**

October 16, 2015 - December 11, 2015: Late enrollment penalty of \$75 will apply to schools enrolling between October 16 and December 11, 2015.

December 1, 2015 until January 15, 2016: Schools must hold school bees on or before **January 15, 2016**, to be included in the next level of competition (district).

- School coordinators must contact their district, LEA, Charter Management Organization/CMO, Education Management Organization/EMO, or equivalent education corporation coordinator (if applicable) or your county/regional coordinator if you are not part of a district, LEA, CMO or EMO to make sure your bee is planned in time for your winner to be included in the next level of competition.
- A school winner's name MUST be reported to the appropriate next-level coordinator.
- Once the school winner(s) is reported, ensure that the student(s) have all the information they need to compete in the next-level bee.

January 29, 2016: District/Organizational/LEA/CMO/EMO Bees must be held by this date. To order a 2016 District Pronouncer Guide email lyngeake@gmail.com or call 602-908-7484.

February 1, 2016: Send winner(s) names(s) to your county or regional coordinator by February 1, 2016.

- See Scripps website for information regarding National Spelling Bee information.

February 22, 2016: County and Regional Bees must be held by February 22, 2016. It is suggested County and Regional Bees be held on either February 19th or February 20th:

February 29, 2016: Notify AEF of County and Regional Bee winner (s) and runner-up by February 29, 2016. **Each county sends one champion to the state competition with the following exceptions: Pima County sends two champions – its winner and first runner-up; and Maricopa County sends 12 champions, the winner and first runner up from each of its six regions.**

- Submit Biography forms from each county/regional winner(s) and a photograph(s) of him/her must be submitted to the Arizona Educational Foundation.
- Deadline to be notified of any special needs accommodations at the Arizona State Spelling Bee.

March 19, 2016: Arizona State Spelling Bee will be held at 1:00 p.m. at Eight/Arizona PBS, 555 N. Central Ave., Phoenix 85004. A pre-Bee lunch event for the finalists will be held. Details about the pre-Bee event and Bee itself will be conveyed by AEF to all finalists well in advance.

11:30 Registration begins

1:00 Bee begins

Late May/Early June 2016: Scripps National Spelling Bee will be held in Washington, D.C.